

## **SAC MINUTES**

**TO:** Simplified Acquisition Committee Members

**FROM:** Director, Division of Acquisition Programs,  
Office of Logistics and Acquisition Operations (OLAO)

**SUBJECT:** SAC Meeting Minutes, April 16, 2003

### **Attendees:**

**Mary Adamik, OAMP/OD**  
**John Best, OD/OLAO/DAP**  
**Inez Demery, NICHD**  
**Ana Ferreira, NINR**  
**Carol Hayden, OD/OLAO/DSSA/SAB**  
**Teresa Newman, NIGMS**  
**Rosie Owens, NIAID**  
**Caren Rasmussen, NCI**

**Annette Romanesk, OD/OLAO/DAP**  
**Cliff Ross, CC**  
**David Schneider, NHLBI**  
**Patricia Seidel, OD/OLAO/DAP**  
**Renita Smith, NCI**  
**Cole Stathes, OD/OLAO/DAP**  
**Tim Theoharis, OD/OLAO/DAP**  
**Georgiann Wilson, OD/OLAO/DAP**

### Additions/Corrections to the minutes of the October, 2002 meeting

Patricia Seidel mentioned that:

- The New Business System acquisition module which was originally targeted for deployment in February 2004, is now to be implemented some time later, probably in February, 2005.
- Anyone interested in a Reverse Auction should contact Bill Brown in OD/OLAO/PSB. Reverse Auctions have proven to result in cost savings.
- The Professional Service Orders Object Class Codes (OC Codes) provided to us by Joel Papier, OFM are listed in the April, 2003 OLAO Acquisition Newsletter along with a description of when to use each OC code.

### Discussion by John Czajkowski, Office of Strategic Management Planning, OD on the positive efforts that will be taken on behalf of the employees who are impacted by A-76 or consolidation

John Czajkowski handed out an "NIH Transition Plan" from the Office of Strategic Management Planning dated April 2003. He also handed out a list of Frequently Asked Questions that his office has received from NIH employees.

His office, the Office of Strategic Management Planning, OD will be the transition center for displaced employees. They will offer basic services such as resume writing, interviewing techniques, etc. and intensive services such as career counseling and outlining a training

program. Training must be related to the government job. Training cannot include a new career that is not available in the government workplace.

His office will identify those affected by A-76, both those who are affected because we lose through competition or those affected when we win through competition because sometime the government's bid, based on most efficient organization (MEO), will mean that in some cases we will cut back on jobs. Displaced employees will be detailed to unclassified duties. There is no limit on unclassified duties. Grade and pay are protected. Everyone will have a job. It may not necessarily be at NIH. However, it must be within the Washington metropolitan area. The Department expects each agency to take care of its own.

Human Resources is leaving NIH at the end of the fiscal year to become part of the Office of the Secretary.

Regarding the hiring freeze, ICs can now reassign within the IC. ICs cannot reassign within NIH. Charles Leasure can reassign within NIH. The Department thinks we are too big, so we can't hire. The Department has added 4,000 new employees since Secretary Thompson came on board. They are not happy about this and trying to downsize administrative functions.

So far only 90 employees have taken VERAs, voluntary early retirement authority, also known as an early out. Only a few folks that are affected now (being displaced) may get a buy out.

It is impossible to predict how the Department will choose areas to be consolidated. A-76 and consolidation could reach out and touch us.

In response to a question, Mr. Czajkowski stated that career ladder promotions from GS-8 to GS-9 are allowable, and with regard to budgeting for career counselors who will work in his office, he said that he expects the IC to pay the salaries of the displaced employees and the career counselors in his office will be paid from the management fund.

John Czajkowski said he could be contacted with any transition-related questions. E-mail: [osmp@mail.nih.gov](mailto:osmp@mail.nih.gov). Phone: (301) 496-3090

#### John Best discussion of the results of the surveys completed on the Simplified Acquisition Symposium, 3/26 - 3/27

321 participants registered - 260 attended - 74 completed the survey. Good responses were received for A-76 presentation, New Business System, NITAAC Hour, Section 508, Acquisition Squares, Priscilla Irick on Invoicing Procedures, Bill Brown on Reverse Auction, Reverend Dr. Lee P. Washington, Motivational Speaker, food, etc. John mentioned that future newsletters would provide websites references for the symposium presentations.

#### Cole Stathes regarding raising BPA limits on some Federal Supply Schedules

Cole mentioned that GSA has raised the MOL on a number of schedules. He said that if GSA

has raised the MOL above \$100,000, then we will probably raise the BPA limit. He said that we now have a few BPAs at the \$1 million dollar level.

#### Georgiann Wilson regarding changes to the Purchase Card Program

Georgiann handed out procedures from the Department regarding purchasing RIM Blackberry. An IC must obtain approval from their Executive Officer to obtain these. Exceptions to procuring the RIM Blackberry, the recommended PDA for use at NIH, must also have approval of the Executive Officer and NIH Chief Information Officer (CIO). RIM Blackberrys must be procured through the NITAAC ECS III contract.

Georgiann handed out a memo regarding Purchase Card Third Party Restrictions; a memo regarding Record Retention Period for Purchase Card Transactions; and a new Unauthorized Purchases List which now includes the restriction of using third party on-line paying sites (such as PayPal and SpeedPay purchases or any other third party electronic paying site. These are bill payment sites which allow the paying of bills and services electronically). These three areas will be issued as a revision to the purchase card manual issuance.

An announcement was made by NCI that Dave Keefer is retiring, but no date as yet.

Mary Adamik, OAMP/OD announced that she intends to establish a committee to conduct IC compliance reviews of simplified acquisitions in 8 decentralized purchasing offices.

Mary identified the ICs as: CC, NCI, NHLBI, NIAID, NIDDK, NIEHS, NLM, and OLAO. The review results would be provided to the individual IC only. She would be the committee chairperson, and representatives from each of these ICs would form the committee. The review will include Federal Supply Schedule and Open Market orders. It will not include purchase cards or BPAs. They have collected information from DCIS on FY2002 orders to select the review sample. They will look at a sampling of about 800 actions. This review will be announced at the upcoming AMC Committee to the Chief Contracting Officers. Individuals will not review their own IC.

Mary also mentioned that FAC #13 is coming out tomorrow - Revision to Part 12 Commercial Items